

Instructions for completing the ESG Annual Report using HMIS

A note about sections A, B, and C: Most reports in AWARDS are not set up to differentiate between clients that received Essential Services, Operations, and Homeless Prevention Services. If only a portion of your clients received one of these types, then you will need to cross reference the reports you run in AWARDS with which clients belong in each section of the ESG APR. If you have documented this information in Contact Logs then you can run a Supportive Services Delivery Report (the report mode version of Contact Logs) to see which clients received which types of services.

Question 1a, 1b: Number of Persons Served (Include both adults and children)

Run the Census Report found under Outcomes. The Census Report looks at data from the Household & Child information report and will give you the total count of persons served.

Note: The Census Report is only accurate if you have entered complete information on all Household Members. Please review the document “Comparing Intake and Household Information” for instructions on how to make sure your Household Information is complete.

Question 2a, 2b, 4c: Annual Number Served by Race and Ethnicity

Run the Census Report and include the fields Race and Ethnicity. Once the report runs, export it into Excel and sort by Race and Ethnicity and count the total number of clients in each race and ethnicity category.

Question 3a, 3b, 6c: Subpopulations Served

Run a Demographics Report (found under Profile) and include the fields “Chronically Homeless”, “Special Needs”, “Veteran”, “Disabling Condition” and “Age at Intake.” Run an “Unduplicated Client Count” for your program year and include Summary Tables.

In the Summary Table for “Disabling Condition” add together “Serious Mental Illness” and “Dually Diagnosed” to get the number of clients who are “Severely Mental Ill”. Add together “Diagnosable Substance Abuse Disorder” with “Dually Diagnosed” to get the number of clients who have “Chronic Substance Abuse” issues. In the summary table for “Special Needs” add together “Physical Disability” and “Developmental Disability” to get the number of clients with “Other Disability.” The “Special Needs” table will also show you the number of clients with HIV/AIDS and the number of clients who are victims of domestic violence. The “Age at Intake” table can be used to count the number of clients who are over the age of 62.

Question 5c: Number Served by Household Type

Run a Demographics Report and include the fields “Individual/Family Type” and “Children’s Details – Gender”, include Summary Tables. For the first table include a filter option that says “Individual/Family Type contains ‘Individual’”. For the second table include a filter option that says “Individual/Family Type contains ‘Single’” and use the Children’s Details table to add the number of children in those type of families. For the third table

include a filter option that says “Individual/Family Type contains ‘Two’ or Individual/Family Type contains ‘Couple’” and use the Children’s Details table to add the number of children in those types of families.

Section D: Point In Time Counts

Run a Demographics Report for the date range 1/27/10 to 1/27/10 and include the fields “Individual/Family Type”, “Children’s Details –Gender” and “Chronically Homeless” and include Summary Tables. The numbers reported in the Individual/Family Type table tell you how many heads of household were present—this is the number of occupied units. To get the number of Beds occupied by families, add the number of children to the number of adults in households. For example if you have four households marked as “Two Parent Family” and three households marked as “Single Parent” then that would actually be 11 adults (4x2 + 3). Run the same report again for the date range 4/15/10 to 4/15/10.

Persons moved into permanent housing when discharged from program (adults and children)

Run a Demographics Report that includes the fields “Housing Status at Discharge”, “Individual/Family Type”, “Children’s Details –Gender”. Include a filter option that says “Housing Status at Discharge equals ‘Stably Housed’” and include Summary Tables. Add the total adults using the Individual/Family Type to the number of children.

of Homeless Persons Housed July 1, 2009-June 30, 2010 (adults and children)

Run a Demographics Report for “All Agency Housing Programs” that includes the fields “Individual/Family Type” and “Children’s Details –Gender” for the date range specified. Add the total adults using the “Individual/Family Type” to the number of children.

Total number of Homeless Persons Served in all residential and non-residential programs:

Run a Demographics Report for “All Agency Programs” that includes the fields “Individual/Family Type” and “Children’s Details –Gender” for the date range specified. Add the total adults using the “Individual/Family Type” to the number of children.

Section E: Average Length of Stay

Run a Program Profile Report (found under Profile menu). At the bottom of the report is the average length of stay. You may need to run this report once for “All Emergency Shelter Programs”, once for “All Transitional Housing Programs” and again for “All Drop-In Center Programs”.

Section F: HMIS Participation

Mark “Yes” if you have 100% of your client information entered into HMIS from full the program year.

Section G: Performance Objectives

This section depends on the goals that you’ve set for your program. The Demographics Report can be used to compare intake information with discharge information to find out how many clients have increased income, benefits, employment, education, or housing status at discharge.